

**PROCEEDINGS OF THE BROWN COUNTY
EDUCATION AND RECREATION COMMITTEE**

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Education and Recreation Committee** was held virtually on December 7, 2020.

Present: Chair Van Dyck, Supervisor Dorff, Supervisor Erickson, Supervisor De Wane, Supervisor Lefebvre
Also Present: Museum Director Beth Lemke, Museum Deputy Director Kevin Cullen, Golf Course Superintendent Scott Anthes, NEW Zoo and Adventure Park Director Neil Anderson, Park Director Matt Kriese, Library Director Sarah Sugden, Library Financial Manager Linda Chosa, other interested parties.

I. Call to Order.

The meeting was called to order by Chair Van Dyck at 5:30 pm.

II. Approve/Modify Agenda.

Motion made by Supervisor Lefebvre, seconded by Supervisor De Wane to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

III. Approve/Modify Minutes of October 7, 2020.

Motion made by Supervisor Dorff, seconded by Supervisor De Wane to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Comments from the Public. None.

Consent Agenda

1. **Neville Public Museum Governing Board Minutes of October 12 & November 9, 2020.**
2. **Golf Course Budget Status Financial Report for October 2020 – Unaudited.**
3. **Museum Budget Status Financial Report for October 2020 - Unaudited.**
4. **Parks Budget Status Financial Report for October 2020 – Unaudited.**
5. **NEW Zoo Budget Status Financial Report for October 2020 – Unaudited.**

Motion made by Supervisor De Wane, seconded by Supervisor Lefebvre to receive and place on file Items 1 – 5. Vote taken. MOTION CARRIED UNANIMOUSLY

Museum

6. Director's Report.

Museum Director Beth Lemke outlined the Director's Report in the agenda packet. Key bullet points are as follows:

1. New website on a new platform powered by Konect went live October 22, 2020. Thank-you to staff for all of the editing, converting and image resizing necessary for the launch.
2. Past Perfect Collections Management Software has migrated to the cloud. This allows staff to access it quickly and reliably from home. It will also reduce TS chargebacks but it is no longer on a sever maintained by TS.
3. Our Education Specialist has had success in a handful of fall virtual school tours.
<https://www.nevillepublicmuseum.org/education/virtual-field-trips/>
 - a. Thanks to generous gifts to the [Neville Public Museum Foundation](#), school groups can participate in this program free of charge during the 2020-2021 school year

4. Our Education Specialist is also creating a special virtual *Holiday Memories* virtual program for our at risk membership who cannot come in person. He and our Media Technician also developed a way for Bruce the Spruce to activate remotely via a web cam with volunteers in a safe room talking to patrons onsite.
5. For comparison on Explorer Wednesday 2019 had 455 patrons between 5pm-8pm. In 2020, we had 176 patrons spread over the hours on 9am-8pm. Following our Public Health plan at a capacity of 20 patrons per half hour we had peaks at 1:30pm, 2:30pm and 3pm. We were at capacity at 4:30pm, 5pm, 5:30pm, 6pm, 6:30pm and 7pm. So thank-you for approving the extension of the first Wednesday hours for Brown County residents as there is clear a community need.
6. The 75th Art Annual Virtual Awards was a digital success. It provided a formula that will be repeated with the Green Bay Art Colony exhibition in 2021.
7. Due to the careful stewardship of the Neville Public Museum Foundation we are pleased to announce these art acquisitions for the permanent collection:
 - Lisa Baltes (Omro) – “Peaceful Protest”
 - Tammy Konitzer Williams (Green Bay) – “13”
 - Tamara McLean (Green Bay) - “Black Lives Matter”
 - Stephen Wysocki (Armstrong Creek) – “Withstanding the Storm”
8. Early 2021 exhibits focus on community engagement and partnerships such as the Oneida Nation Museum and Oneida Arts Program, The Green Bay Art Colony, NWTC Artisan Center, and several content experts for *Spectacular Science* opening in April 2021. Staff are working with the Northeastern Art Education Association to host a virtual exhibit for Youth Art Month.
9. Last our Museum Team is healthy and safe. We are operating on a hybrid staff calendar to ensure safety as well as job performance which has helped with moral.

Van Dyck recalled that in the past Lemke informed she had switched some things for TS which should reduce the chargebacks and asked if she knew what the reduction would be. Lemke responded that she is currently working with TS on this. She explained the collections management system was operating on a server occupying a lot of space, time and energy for TS. The Museum is working with a third-party server who has been approved by TS to go to the cloud, so all of the data will be on the cloud and not a county server. Lemke does not know that any savings will be reflected in the 2021 budget, but savings will show up in the 2022 budget. She also noted that the Museum is up for equipment upgrades in 2021 and they are making changes and reducing idle workstations and converting them to laptops and docking stations to give more flexibility. Van Dyck recalled that TS chargebacks have been brought up with some other departments and he is curious how the reduction that occurs at the Museum level compares to the actual theoretical cost reduction that occurs in TS.

Lemke reminded the Committee they are always welcome to stop by the Museum at any time. She and her staff are looking forward to 2021 and she concluded by wishing everyone a happy holiday season.

No action taken.

Library

7. Library Report/Director’s Report.

Library Director Sarah Sugden wanted to be sure everyone knows the Library is open for business and they continue to serve the public. Current levels of service include contactless pickup which includes the drive-up window at the central library, grab and go browsing, public computer services and printing, faxing and copying. They continue to work with limited occupancy levels, keeping in mind community conditions and they have had really wonderful feedback from patrons that they feel safe coming to the library and using the services. Library staff is always happy to hear this because they work very hard to keep the library staff and patrons safe. Sugden continued that some analysis has been done and they found that less than 1% of people who visit the library are not wearing facemasks. She is happy that the library can continue to be open and things overall are going very well.

Sugden continued that a new library logo will be released in January and the work on that has been done by O’Connor Connective. She is grateful for the Friends of the Library that funded the work. O’Connor Connective

will also be looking at some fundraising initiatives, thanks to the support of the Library Foundation who is funding the work. This will allow the library to really leverage the sales tax revenues and be able to make some great progress in the facility.

Sugden continued that this week is amnesty week for the library so anyone with overdue materials can return them back to the library and will not have to pay the overdue fees.

Sugden concluded that the library is really focusing on continuing to maintain their level of services and preparing for the future, knowing that eventually things will change in the community and they will begin to see some changes at the library.

Chair Van Dyck asked Sugden to go over what is going on with HGA Architects. Sugden responded that the library has been working with HGA for several months on a conceptual for a new east branch and what space is needed and what that space will look like. It is exciting work but will be paused a little for the holidays. HGA will also be doing a full assessment of the central library because the last time a full assessment was done was in 2012. They will be looking at what the needs and options are and that work will begin soon.

Supervisor Lefebvre asked about the Give A Kid A Book Program. Sugden said that program is in its 32nd year and she is grateful for all the donations. The distribution will be next week as part of the Salvation Army's Giving Program and she is so impressed and heartened by the caring nature of the community to make the event happen. Sugden said the Friends group has been working on this event for a number of years and has been able to secure a number of financial sponsorships which supplement the books that are donated. They are very grateful for all of the partners who work on this program and they will continue doing it in the future.

Supervisor De Wane asked if movie rentals are still happening at the library. Sugden responded that rentals are still happening, and, in addition, they now have Hoopla which is a streaming service so people can stream or download movies, audio books and TV shows from the library's website.

No action taken.

Golf Course

8. Golf Course Superintendent's Report.

Golf Court Superintendent Scott Anthes informed the golf course officially closed on November 15. They had a very good year and hit their budget in greens fees and cart revenue. There were 2,200 rounds in October which is about 1,200 more than last year and 1,000 more than 2018. Revenue was up in October by about \$35,000 over last year and about \$30,000 over 2018. Year-to-date revenue is about \$140,000 over last year and about \$50,000 over 2018. The nice stretch of fall weather really helped push the numbers up. As far as budget is concerned, Anthes said they should not have any problem hitting their numbers.

Anthes said the golf course was busy in October and November and they did about 3,300 rounds in the last two months which is well above numbers for the last two years and he attributes this mainly to the weather. Currently the Clubhouse is closed and will not be open over the winter. The Pro Shop is also closed for the season and the building will be cleaned thoroughly over the winter months. Regarding maintenance, all the fungicides have been applied to the tees and fairways and the greens and tees are all top dressed to help protect them from the weather.

Regarding the irrigation and pump station, Anthes reminded a new pump station was included in the budget. The pump has been delivered and Anthes is currently working on the specs for the pump station and hopes to have this completed soon and then he will forward it on to Purchasing so it can go out for bids by the end of the year. Anthes hopes to have a bid awarded in January so the work can be done in late February or early March. He also talked about the bunker project and said the architect was onsite in October and they spent about six hours going over every nook and cranny on the course and the architect is currently working on a rough plan. He will be back onsite next week to finalize things and those plans then should be done in January and the project should go out for bids in February. Anthes hopes the project will then take place next fall.

Anthes continued that they recently rented a 60-foot lift to do some tree trimming. They will also start pulling in the mowers and equipment to go through them, pressure wash them and do the maintenance they need so things are ready in the spring. They will continue to cut dead trees when the ground freezes. Anthes said they are now down to three full time employees; all seasonal employees were done as of last week.

Anthes concluded by wishing everyone happy holidays.

No action taken.

NEW Zoo and Adventure Park

9. Director's Report.

NEW Zoo & Adventure Park Director Neil Anderson said they had a good Zoo Boo event, even though things were very different this year. In 2019 attendance was 12,789 and this year they had 9,861 attend. They only allowed 2,000 people to attend per night to maintain social distancing and they offered the event for four weekends this year as compared to three weekends in the past which worked out pretty well and resulted in a very good October. Anderson continued that November has also had very good attendance with almost 8,000 guests compared to 2,277 guests in 2019. Admissions were up this year by about \$27,000 and gift shop sales have been up all year. Anderson noted sales in November alone were \$8,609 compared to \$1,482 in 2019. Zoo pass sales are also up this year as are restaurant sales. Anderson also said that already for December they are up over half of the December numbers from last year. He hopes that good winter weather keeps the Zoo busy. Anderson continued that they are not able to hold the Breakfast with Santa event this year so staff came up with the idea of hiding stuffed monkeys all throughout the Zoo that kids find and keep track of on a bingo card that they can turn in for a prize which they really seem to enjoy. He noted that 850 people came this past weekend for that event and they are looking at doing similar things in the future. Comments on Facebook were very positive. They were also able to bring Santa and Mrs. Claus in for photos near the otter exhibit.

Regarding the animals, the trumpeter swan signets have gone to Iowa as part of the Trumpeter Swan Recovery Program which the Zoo has participated in since 1994. The Zoo has sent over 200 signets over the years to the program. They also had a female tamarin move to a zoo in Kansas and they picked up another female from the Milwaukee Zoo. Anderson continued that he is hoping for a spring opening of the whooping crane exhibit as they are really taking their time to get the crane acclimated to the exhibit. Staff is in the process of getting the exhibits winterized which consists mostly of winterizing the water features and noted that most of the animals will still be on display all winter.

Anderson continued that the Zoo Society has been raising funds for the canopy tour and this has been going very well. There has been great response in the community and there have been several significant donations. Anderson is confident they will be able to break ground for the canopy tour next spring.

Education staff is doing mainly virtual programs and they recently did one with a school in California. There are occasional in-person programs with very limited attendance.

Attendance at the Zoo year-to-date is 128,630. When Anderson did the budget, he estimated they would end the year at 130,000 visitors and he feels they will probably hit that target. They are looking at having to use about \$400,000 from the fund balance at the end of the year.

Anderson concluded by wishing everyone safe, happy and health holidays.

No action taken.

Parks Department

10. Director's Report.

Parks Director Matt Kriese outlined a number of items in his Director's Report contained in the agenda packet. Kriese said his department was hit with similar cloud issues as the Museum that Beth Lemke talked about earlier. In 2021 they had to increase their budget by \$7,320. This relates to the point of sale program that TS used to

host. TS has now recommended Parks go cloud based and if they do not, they would have to add it on to a charge back. In 2022 Parks will be paying an additional \$10,980 for a cloud hosted sales system.

Kriese continued that recently a number of staff were out due to a mandatory COVID quarantine, but everyone is back now and they are 100% staffed and everyone is healthy. He also noted they recently had a ranger resign to move to New Zealand and that position has been filled by someone who has been with Parks for a number of years as a seasonal employee and has strived to become a ranger for a long time. The rifle range closed the season with 1,734 guns which was down about 70 guns from 2019. Kriese noted that they offer free siting for veterans on Veterans Day and they had 120 veterans come on that day. He added that the deer hunting season at the Reforestation Camp and Barkhausen was safe and no major concerns were raised.

The Barkhausen restrooms project is complete and Kriese invited the Committee to stop out and check it out. The restrooms are open slightly after normal hours and are accessible and have changing stations on both sides and there is also now a family restroom. The new restrooms will be a much more efficient when classes come back in for programming as the handwashing process will go much more quickly with the half-moon sink. The Fairgrounds project is ongoing and Blue Sky Contractors is still on schedule. Most of the inground plumbing is in and the in-floor heating will be in place next week and then the concrete slab will be poured. There have been four change orders to date totaling about \$15,000. They are currently working on a requirement of De Pere regarding storm water management that will have to be completed before occupancy. The consultant is currently working on that and Kriese will keep the Committee updated. The Reforestation Camp campground should be ready for bid this winter. They are currently working on some permitting issues with the DNR regarding a culvert over a trout stream. Construction on the campground should begin in 2021 and Kriese noted NWTC is still onboard to doing the electrical work at the campground.

Friends of the Reforestation Camp continue to make improvements on the equine trails, fat tire bike trails, ski trails and hiking trails. They have done a lot of work and all trails are ready for winter. Staff continues to work on leaf collection at Bay Shore which is a big job and he noted this year they purchased a zero-turn blower to help with that which has been a major time saver. They are able to burn the leaves which puts the nutrients right back into the soil in the oak forest at the campground which is great for the environment. Kriese also mentioned they are replacing kiosks at Bay Shore Park and Fonferek's Glen and the automatic pay stations will be installed later this week and will allow users to use credit cards at the kiosks. First Down for Trees has donated 38 trees which have been planted. Regarding the Eagles Nest, the site survey has been completed and was done in-house by the Highway Department. Kriese also mentioned the Sheriff's Department has been using some of the old buildings at the Eagles Nest for canine training which is working extremely well and the neighbors have mentioned they like the large law enforcement presence there.

Kriese continued that Santa's Rockin' Lights is happening now at the Fairgrounds and attendance has been phenomenal. The COVID test site is also taking place at the Fairgrounds. Barkhausen is currently selling some craft kits and a memory game. They have sold a lot of them and it is working out very well. They are doing Talk with a Naturalist Program virtually and this being offered free of charge to keep Barkhausen in the forefront of teachers' minds.

Kriese talked about the ongoing partnership with Bay Nordic Ski Club and mentioned that there are over 200 youth in the program this year which is a record. Staff is trying to figure out how to accommodate those members plus the public on Saturday mornings during the ski season and that is something they are working through behind the scenes. The winter plowing agreement for the Fox River Trail is expected to be signed by all municipalities in the near future.

Kriese continued that they are looking at keeping a select number of campsites at Bay Shore available for winter camping which is something they have not done in the past. Staff would plow the road, but not plow the individual campsites. They would leave one vault toilet open and the firewood locker machine would be available as well. They feel this would be a great opportunity for community members to try out and fishing guides could also set up their sleeper shacks in the campground as well.

Friends of the Fox River Trail is beginning discussions on a major fundraising campaign for repaving the trail and that will likely come before this Committee in the future. There have already been some meetings on this and

there are some preliminary estimates. Kriese noted the asphalt has been in place for 20 years and the Fox River Trail is the busiest trail in northeast Wisconsin.

No action taken.

Action Items

11. Budget Adjustment Request (20-079): Any increase in expenses with an offsetting increase in revenue.

This budget adjustment is for a grant received by the Parks Department for a snowmobile trail reroute. The grant provides up to \$9,000 with no match requirement from State Snowmobile Trail Aids funds for relocating a section of the trail located in the Town of Holland on the Vandewettering property that washed out near Plum Creek. The Club will perform the work and the County will reimburse the Club from grant dollars for work performed.

Motion made by Supervisor Dorff, seconded by Supervisor Lefebvre to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

12. Resolution to Adopt the Bay Shore County Park Master Plan.

Kriese introduced Danyelle Pierquet of ISG to the Committee. Pierquet shared the master plan with the committee and provided an overview of the plan which was also included in the agenda packet.

Van Dyck said the only thing he really questions in the plan is the splash pad. He does not feel it fits in to "real" camping. Everything else in the plan looks great. Lefebvre agreed that it looks like a good plan but said she wished there could be more parking in the lower portion of the park. Kriese said that hopefully the Eagles Nest project will ease up some of the parking congestion at Bay Shore. Van Dyck recalled that some of the arguments at the time the county was looking at buying the Eagles Nest was not to buy it and instead expand at Bay Shore, but it seems there is not really an ability to accommodate what was wanted down on the water anyway. Kriese agreed and said that in the 1990s Parks put together a plan to fill in two to three acres of lakebed to create parking. That plan required legislation approval and in the 1990s the legislators did not approve it. Parks then held off on the plan and when the Eagles Nest came forward, they felt that would be a good way to ease some congestion at Bay Shore.

Motion made by Supervisor Lefebvre, seconded by Supervisor Erickson to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

13. Resolution Authorizing a Monument at Way Morr Park Highlighting the Niagara Escarpment and American Viticultural Area.

Motion made by Supervisor Dorff, seconded by Supervisor Erickson to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

14. Resolution Authorizing Parks Director to Prepare and Execute Grant Applications.

Kriese explained that a resolution is required to be attached to all DNR and federal grants that Brown County submits. This resolution is an updated version of the resolution put forth by the County Board 30 years ago and will allow the county to apply for various grants. Kriese assured that everything will still come before the Board who has the final say regardless of this resolution. These grants have covered things like the snowmobile reroute, fishing piers at Lily Lake, kayak launches, automatic pay stations and a prairie seeder.

Motion made by Supervisor Dorff, seconded by Supervisor Lefebvre to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

15. Resolution Creating the Official Name of the Eagles Nest Site on Nicolet Drive.

Van Dyck said the proposed name of the Eagles Nest site is *"H.J. De Baker Eagles Nest Park and Boat Launch"*. Kriese added that the resolution also allows the County Board to add additional naming rights if necessary down the road.

Motion made by Supervisor Lefebvre, seconded by Supervisor Erickson to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

16. Resolution to Approve Underground Gas Pipeline Easement on the Mountain Bay State Trail.

Motion made by Supervisor Erickson, seconded by Supervisor Dorff to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

17. Resolution to Approve Underground Telecommunication Easement on the Devils River State Trail.

Motion made by Supervisor Lefebvre, seconded by Supervisor Erickson to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

18. Resolution to Authorize Easement Between Brown County and NEW Water for Underground Utilities to Benefit Fairgrounds Development.

Motion made by Supervisor Erickson, seconded by Supervisor Dorff to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

19. Resolution to Authorize Reciprocal Easement Between Brown County and Private Parcel Within Park Boundaries.

Kriese informed Norbert Fonferek owns a residence in the middle of Fonferek's Glen. A few years ago, the County Board authorized Memory Lane, which used to be a Town of Ledgeview Road, to access that private residence. The county sought vacation of that road and the County Board approved that so now the Park Dept. manages and owns the roadway into the residence. Now that the roadway is owned by Parks, the county needs to provide legal access to the private residence of Norbert Fonferek. This would be a reciprocal easement that would give Mr. Fonferek access to his residence and Mr. Fonferek would also provide park users access to the park.

Motion made by Supervisor De Wane, seconded by Supervisor Lefebvre to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

20. Resolution to Authorize Advance to PMI to Operate the Resch Exposition Center.

Van Dyck recalled the County Board has already authorized funds in the budget for operation of the Resch Exposition Center. Startup money is obviously needed and Director of Administration Chad Weininger thought this needed to be done by resolution, but it was later determined that since the funds were already approved through the budget process, a resolution was not necessary. This was left on the agenda for informational purposes.

Motion made by Supervisor De Wane, seconded by Supervisor Lefebvre to refer to Administration. Vote taken. MOTION CARRIED UNANIMOUSLY

Other

21. Audit of bills.

Motion made by Supervisor De Wane, seconded by Supervisor Dorff to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

22. Such other matters as authorized by law.

Van Dyck informed he does not intend to hold a January 2021 meeting unless there are pressing action items.

23. Adjourn.

Motion made by Supervisor Lefebvre, seconded by Supervisor De Wane to adjourn at 7:06 pm. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Therese Giannunzio
Administrative Specialist